

**JCIC Meeting Minutes**  
**January 21, 2009 10:00 – Noon EST**  
**Kentucky Department for Mental Health, Developmental Disabilities, and Addiction Services**  
Held as Video & Audio Conference Call

~~~~~

**Attending Representatives:**

**Regional MH/MR Boards**

**Four Rivers:** Brad Dossett  
**Pennyroyal:** not attending  
**River Valley:** Lisa Boehman-Kincheloe  
Leah Parker  
**Lifeskills:** Art Stockton  
**Communicare:** Vicky Heath  
**Seven Counties:** Gerald Brazeau  
**Northkey:** not attending  
**Comprehend:** Rick Jones  
**Pathways:** Tom Leach  
Barbara Sands  
**Mountain:** not attending  
**Kentucky River:** Darlene Dixon  
**Cumberland River** not attending  
**Adanta:** Cathy VanBruggen  
Susan Wheeldon  
**Bluegrass:** Nathan Millay

**KDMHDDAS:**

**Mental Health / Substance Abuse:**

Michele Flowers  
Lou Kurtz

**Mental Retardation:**

Kedra Fitzpatrick

**Administration & Financial Management:**

Hope Barrett – Chairperson

**Commissioner's Office:**

not attending

**RDMC (Research and Data Management):**

Harry Hughes  
Jeanne Sturgill

**KARP:** not attending

~~~~~

**Introductions - Welcome**

**1. Client/Event Data Set**

**2a. Duplication of Events (Clean-up)**

Normally, each region was annually given a listing of duplicate service records to review. If no objections were voiced, then the duplicate records were manually removed.

RDMC staffs have suggested a process to automate the removal duplicate events monthly rather than our usual annual manual event-clean-up. The process was described and the group discussed the feasibility of making this monthly clean-up part of normal procedures – replacing our previous annual event file clean-up process. The group plans to discuss further with their staff for finalizing a decision at the next JCIC meeting.

The following describes the proposed process (This is a similar scenario to the annual clean-up, but it occurs monthly and automatically):

1. On the 5th day of each month RDMC will generate a Duplicate Service Records data file for each region and place it in each region's upload folder.
2. Each month Regions will review this file.
  - A. If it's acceptable for RDMC to delete the duplicate records, then no action by the region is required. The duplicate records will be removed, on the 5th day of the following month, keeping the most recently received record.
  - B. If any of the duplicate records need to be kept, or if more time is needed to review the data file, the region will notify RDMC prior to the 5th day of the following month to prevent automatic removal of duplicates.

**To Delete a Record.**

This is the removal of a record from the Event file so that when a corrected one is submitted, a duplicate won't result. This process was successfully piloted with one region.

- a. The Region provides a comma-delimited text file containing the event records that need to be deleted. The following fields must be included in the text file:
  - Region\_Number
  - PAT\_Control\_NO
  - SVC\_From\_Date
  - DMHMRS\_Modifier\_1
  - Provider\_NO
  - Professional\_Staff\_ID
  - Place\_of\_SVC
  - Source\_of\_Pay\_1
- b. The Region can then submit a corrected record without concern that a duplicate will result.

Before the next JCIC meeting and to be prepared to continue discussion toward consensus, regions are encouraged to review the Duplicate Service Records Report that was placed in their upload folder during November 2008.

## **2. Human Resources Data Set**

none

## **3. Division-Specific Topics:**

### **4a. Mental Health / Substance Abuse (MH/SA)**

none

### **4b. Mental Retardation (MR) )**

none

### **4c. Administration & Financial Management (A&FM)**

none

## **4. New Items**

none

## **5. Next Meeting - March 18, 2009**

To Be Held as Video & Audio Conference Call

### **SFY 2008**

- May 20, 2009
- July 15, 2009

### **SFY 2009**

- September 16, 2009
- November 18, 2009
- January 20, 2010
- March 17, 2010
- May 19, 2010